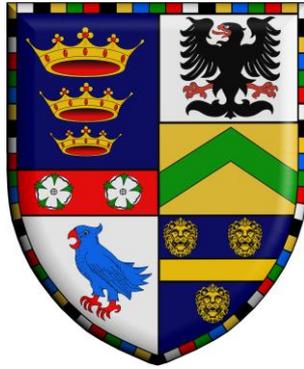


TRADITIONAL VALUES, CONTEMPORARY ASPIRATIONS, CREATIVE CURIOSITY



INVESTOR IN PEOPLE

**MALET LAMBERT SCHOOL
POLICY STATEMENT
CHARGING POLICY**

Completed by:	ADI
Review date	March 2014

MALET LAMBERT SCHOOL

CHARGING & REMISSIONS POLICY

This charging policy has been compiled in line with the DCSF revised guidance issued in February 2009 based on legislation in accordance with the 1996 Education Act.

The policy identifies activities for which:-

Charges will not be made

Charges will be made

Charges will be waived

1 No charges will be made for

- Education provided during school hours (including the supply of any materials, books, instruments or equipment for use in connection with an activity)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Transporting pupils to other premises to be educated and transport provided in connection with an education trip

2 Activities for which charges may be made:-

a)Activities outside school hours

Non-residential activities (other than those listed in 1 above) which take place outside school hours but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b)Residential activities

Parents will be expected to pay for board and lodging costs (but only those costs) deemed to take place during school time. However pupils whose parents are in receipt of certain benefits (see remissions policy below) may not be charged for board and lodging.

Residential trips deemed to take place outside school time (other than those activities listed in 1 above)

Musical Instrument Tuition

The school levies charges in respect of individual music tuition and group music tuition of an appropriate size to play a musical instrument or to sing, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

Public Examinations

The school levies a charge for examination entry fees if the registered pupil has not been prepared for the exam at the school. The Headteacher has the delegated responsibility to decide whether pupils are entered into particular examinations and is also authorised to request payment for wasted examinations. A charge may be levied if the pupil's parent/guardian wishes the pupil to be entered.

Materials & Textbooks

Where a child's parents wish to retain items produced in school for example, art, design and technology, a charge may be levied for the cost of materials used. In the case of Food Technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and may levy a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Damage/Loss to School Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including for example windows, furniture, equipment, books, computer software or materials), the charge to be the cost of replacement or repair, or such lower cost at the Headteacher may decide.

Transport to work experience

Parents will be expected to pay for transport, unless a student has a statement of special educational needs that refers specifically to the provision of transport.

Voluntary Contributions

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset. No child will be excluded from an activity because parents are unable to pay. If insufficient contributions are raised, the trip or activity may have to be cancelled. If a parent is unwilling or unable to pay then their child will be given an equal chance to go on the visit.

Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents who can prove they are in receipt of the following benefits and they will be exempt from paying the cost of board and lodging:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Child Tax Credit, but not entitled to Working Tax Credit and annual income (as assessed by the Inland Revenue) does not exceed £16,040 Support under Part VI of the Immigration & Asylum Act 1999
- The 'Guaranteed Element' of State Pension Credit

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try and adhere to the following guidelines:

- Allow parents to pay by instalments if they so wish
- If an opportunity for a trip arises at short notice allow parents to arrange to pay by instalments beyond the date of the trip
- Try to avoid the method of selection on a 'first pay, first served' basis which may discriminate against pupils from families on lower incomes